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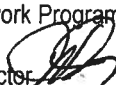
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SAPC BULLETIN NO. #10-06

Re-issue the Bulletin No. 10-03

TO: Executive Directors
Parolee Services Network Program

FROM: John Viernes, Jr., Director 
Substance Abuse Prevention and Control

SUBJECT: **PAROLEE SERVICES NETWORK PROGRAM NEW ADMISSION AND DISCHARGE FORMS**

The Substance Abuse Prevention and Control (SAPC) prepares monthly reports and weekly static headcounts to the State of California Department of Alcohol and Drug Programs (ADP) and California Department of Corrections and Rehabilitation (CDCR) outlining the current admission and discharge data for the Parolee Services Network (PSN) program in Los Angeles County.

This is to formally provide you with the revised PSN admission and discharge data collection forms to be incorporated into your programs effective immediately. The revised forms include new data elements as required by ADP and CDCR specific to the PSN population. These reports require accurate and timely data collection from PSN programs, and therefore it is necessary for all forms to be completed and submitted within 10 days from the date of admission and/or discharge. All admission and discharge forms shall be completed and faxed to the PSN Central Intake and Coordination Services at (818) 654-3868.

In addition, the new data collection requirements entail submitting electronic tracking forms containing sensitive client information. The Central Intake and Coordination Services will be the responsible entity completing the tracking forms based on the data derived from admission and discharge forms submitted by PSN providers. It is essential that the County of Los Angeles ADP and CDCR be included on the Consent to Release Information forms that PSN clients sign at intake. This information will be verified by your assigned Contract Program Auditor during your scheduled site visit.

If you have any questions or need additional information, please contact your assigned Contract Program Auditor or SAPC's Helpline at (888) 742-7900, available Monday to Friday, from 8:00 a.m. to 5:00 p.m.

JV:vs
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